

Arizona Department Of Transportation

Partnering Evaluation Program

PEP Development

ADOT User's Guide

September 2005

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Overview

The Arizona Department of Transportation, (ADOT), currently administers nearly \$1 billion in highway construction contracts. The increasing demand for quality, integrity, and excellence in the construction process is a sentiment that is echoed throughout Arizona, and the world.

Beyond the traditional Partnering approach lies PEP IV

The Partnering Evaluation Program, PEP IV, represents a comprehensive approach to automating the project team partnering evaluations at ADOT. PEP II was designed to meet the demands of current and future construction programs.

The PEP II software application was developed based on the intensive research findings performed by the ADOT Partnering Team. PEP II is an effective and efficient project management tool. This tool will assist project team members to answer three common, but often elusive management questions:

1. **What** is the issue?
2. **Why** is a solution necessary?
3. **What** steps must be taken to resolve the issue?

PEP IV identifies, then interprets the data components of a typical construction project, which include, progress measurements, quality, issue resolution, relationship status, and communication opportunities.

The PEP IV program is a bold step forward that will enhance the Partnering efforts in Arizona, and throughout other organizations.

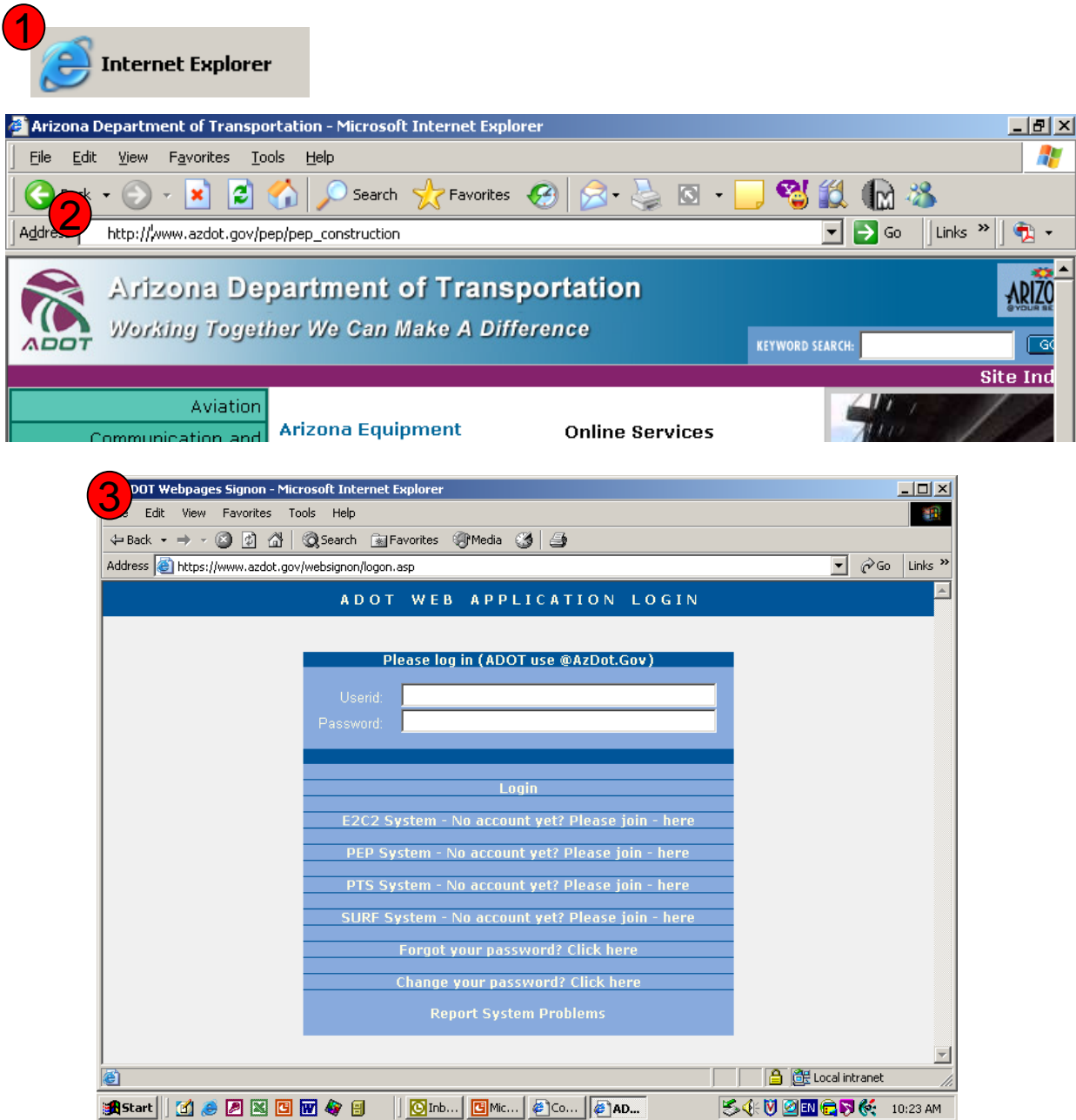
Goals

- Maximize the effectiveness and efficiency of the ADOT Partnering process.
- Expedite timely decisions and increase prompt issue resolution.
- Support the development of an autonomous project team among ADOT, contractors, subcontractors, suppliers, and others.
- Achieve optimal balance between measurement and efficiency in the Partnering process at the Field, District, and the Senior Leader level.

Accessing the PEP Web Application

PEP4 is an Internet Based Application which can be accessed using Microsoft's Internet Explorer Software.

1. Run Microsoft's Internet Explorer.
2. Enter <http://www.azdot.gov/websignon> in the Internet Explorer's address box.
3. The ADOT Web Application Login will be displayed.

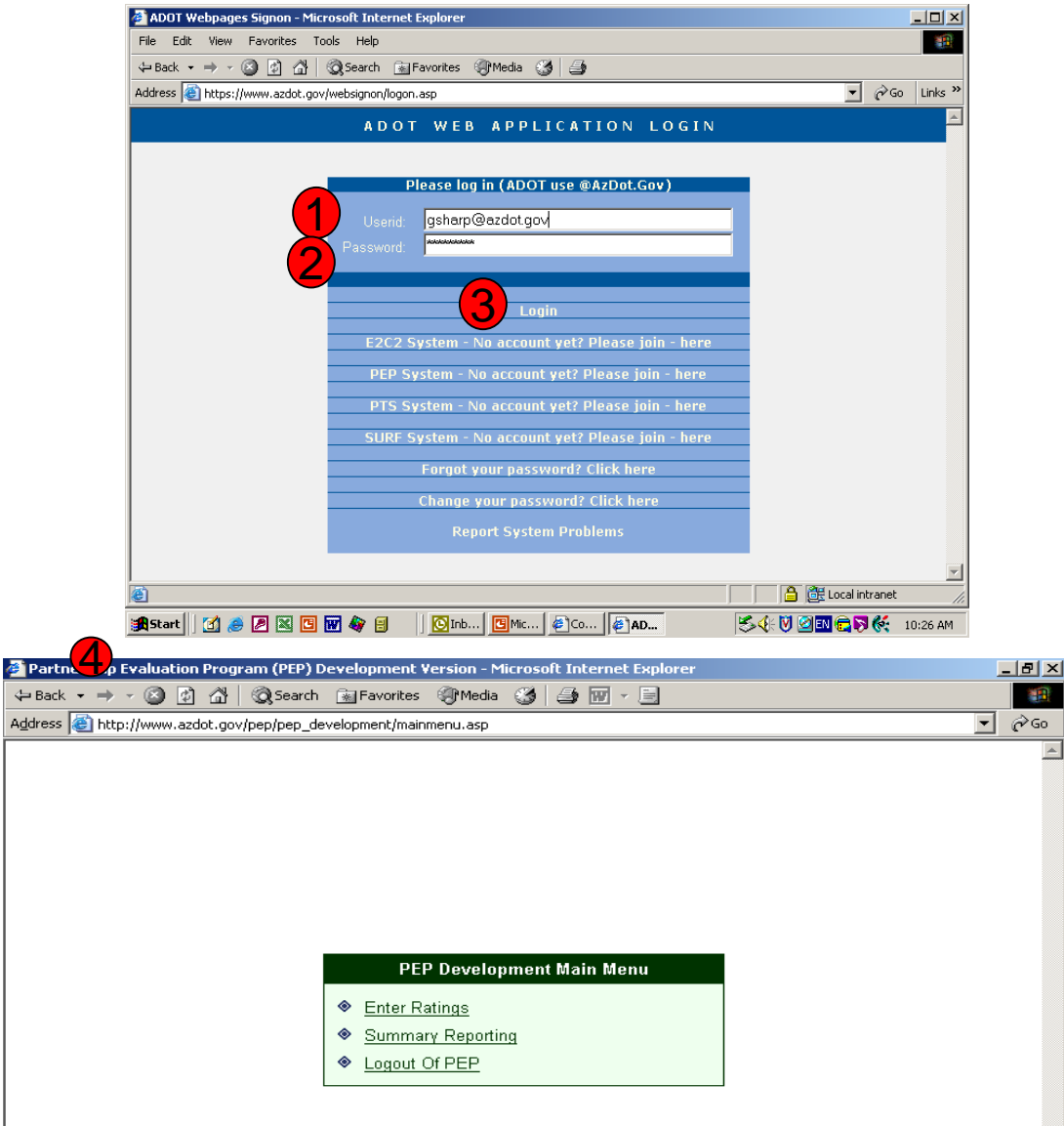


Logging In To PEP – Existing & New Users

New Users: For system access contact the ADOT Partnering Office –
Gary Sharp (602) 712-7167 or gsharp@azdot.gov
Judonne Greham (602) 712-4875 or jgreham@azdot.gov

Existing Users:

- 1) Enter your PEP User ID.
- 2) Enter your PEP Password.
- 3) Click 'LOGIN'
- 4) The PEP Main Menu will be displayed.



Managing Ratings

From the PEP Ratings Management Screen a user can Add, Edit and Delete ratings/comments, as well as produce a detailed report of ratings and comments.

- 1) From the PEP Main Menu, select 'Enter Ratings'.
- 2) The PEP Ratings Management Screen will be displayed.

A screenshot of the 'Partnership Evaluation Program (PEP) Development Version - Microsoft Internet Explorer' window. A red circle with the number '2' is next to the browser title bar. The address bar shows 'http://www.azdot.gov/pep/pep_development/ratings.asp'. The main content area has a form with the following fields: 'Partnership ID:' (empty), 'Partnership:' (dropdown menu showing '(H303004D) H303004D US 191 MP 151 - Threeway'), 'Evaluator Type:' (dropdown menu showing 'All Stakeholders'), and 'Period:' (dropdown menu showing 'Sep 2005'). There is a 'View' button next to the 'Period' dropdown. Below these fields, there is a section for project details: 'Project Manager: Robert Miller', 'RTE/COMP: 190 GE 151', 'Const Design: YES', 'Design Firm: AMEC', 'Design Fee:' (empty). To the right of this section, there is a section for project information: 'TRACS #: H303004D', 'Federal ID: U 191-C-401', 'Pgm Estimate: \$8,500,000', and 'Partnering Const: Elizabeth Magoon'. Below the project details, there is a section for 'Evaluations:' with a 'Custom Evaluations' button and 'Add', 'Delete', and 'Save' buttons. Below this, there is a table with the following columns: 'Evaluator', 'Evaluator Type', 'Period', 'Qty', 'Comm', 'IRes', 'Tmwk', 'Schd', 'Bud', 'PDlv', 'ACom'. At the bottom of the screen, there are four buttons: 'Evaluation Summary Reports', 'Print Comments', 'Print Evaluations', and 'Main Menu'.

Ratings Screen Described

Partnership ID: (H303004D) H303004D US 191 MP 151 - Threeway

Evaluator Type: All Stakeholders

Period: --- 2005 ---

View

Project Manager: Robert Miller
 RTE/COMP: 190 GE 151
 Construction: YES
 Design Firm: AMEC
 Design Fee:

TRACS #: H303004D
 Federal ID: U 191 -C-401
 Pgm Estimate: \$8,500,000
 Partnering Const: Elizabeth Magoon

Evaluations:

Custom Evaluations Add Delete Save

| Evaluator | Evaluator Type | Period | Qty | Comm | IRes | TmWk | Schd | Bud | PDIv | ACom | | | |
|-----------|----------------|--------|------|------|------|------|------|------|------|------|------|------|------|
| B Brown | Development | 1/2005 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| B Harmon | Operations | 1/2005 | 3.50 | 4.00 | 4.00 | 4.00 | 3.50 | 2.50 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| B Miller | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| Blank | Development | 1/2005 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.50 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| C Vergith | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| J Lyndes | Other | 1/2005 | 3.50 | 3.50 | 4.00 | 3.50 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| N Hyland | Other | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| S Stapp | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.00 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| Blank | Development | 7/2005 | 3.00 | 3.50 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Evaluation Summary Reports Print Comments Print Evaluations Main Menu

The PEP Ratings Management Screen allows a user to Add, Edit and Delete ratings.

- 1) TRACS # - An entry into this box will search the project list for the specified project's TRACS number.
- 2) Project - Ratings are displayed for the selected project.
- 3) Evaluator Type - Ratings are displayed for the selected evaluator type.
- 4) Period - Ratings are displayed for the selected period.
- 5) View - Ratings are displayed for the selected project, evaluator type and period when clicked.
- 6) Custom Evaluations - Custom evaluations types 8-10 can be defined with this function as well as the sub goals for all evaluation types.
- 7) Add - Adds a new rating.
- 8) Delete - Deletes the currently selected rating.
- 9) Save - Saves any Added or Edited Ratings.
- 10) Ratings - Ratings for a project
- 11) Evaluation Summary Reports - Runs the PEP Summary Reports.
- 12) Print Comments - Prints Comments for the selected Project, Evaluator type and Period.
- 13) Print Evaluations - Prints Evaluations for the selected Project, Evaluator type and Period.
- 14) Main Menu - Returns to the PEP Main Menu
- 15) Information which describes the Selected Project.

Adding A New Rating

- 1) Click the 'Add' button.
- 2) Your new rating will be added to the bottom of the Rating List, with your name, evaluator type, and period already populated. If entering for a user other than yourself, the information can be adjusted accordingly. Enter the new ratings by replacing the default ones.
- 3) Once all ratings have been added, Select the 'Save' Button.
- 4) Select 'Yes' from the Save Confirmation Dialog to save your new ratings.

Partnership Evaluation Program (PEP) Development Version - Microsoft Internet Explorer

Address: http://www.azdot.gov/pep/pep_development/ratings.asp

Partnership ID: Partnership: (H303004D) H303004D US 191 MP 151 - Threeway Evaluator Type: All Stakeholders Period: --- 2005 --- View

Project Manager: Robert Miller TRACS #: H303004D
RTE/COMP: 190 GE 151 Federal ID: U 191-C-401
Constt Design: YES Pgm Estimate: \$8,500,000
Design Firm: AMEC Partnering Constt: Elizabeth Magoon

Evaluations: Custom Evaluations Add Delete Save

| Evaluator | Evaluator Type | Period | Qty | Comm | IRes | TmWk | Schd | Bud | PDlv | ACom | | |
|-----------|----------------|--------|------|------|------|------|------|------|------|------|------|------|
| B Brown | Development | 1/2005 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| B Harmon | Operations | 1/2005 | 3.50 | 4.00 | 4.00 | 4.00 | 3.50 | 2.50 | 3.50 | 0.00 | 0.00 | 0.00 |
| B Miller | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 |
| Blank | Development | 1/2005 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.50 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 |
| C Vergith | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| J Lyndes | Other | 1/2005 | 3.50 | 3.50 | 4.00 | 3.50 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| N Hyland | Other | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| S Stapp | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.00 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 |
| Blank | Development | 7/2005 | 3.00 | 3.50 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |

Evaluation Summary Reports Print Comments Print Evaluations Main Menu

Script: Update Evaluations?

Do you wish to update the evaluations for this project?

Yes No

Deleting An Existing Rating

- 1) Select the rating you wish to delete by clicking on any portion of it.
- 2) Click the 'Delete' Button.
- 3) Select 'Yes' from the Save Confirmation Dialog to save your new ratings.

Partnership Evaluation Program (PEP) Development Version - Microsoft Internet Explorer

Address: http://www.azdot.gov/pep/pep_development/ratings.asp

Partnership ID: Partnership: (H303004D) H303004D US 191 MP 151 - Threeway Evaluator Type: All Stakeholders Period: --- 2005 --- View

Project Manager: Robert Miller
RTE/COMP: 190 GE 151
Const Design: YES
Design Firm: AMEC
Design Fee:

TRACS #: H303004D
Federal ID: U 191-C-401
Pgm Estimate: \$8,500,000
Partnering Const: Elizabeth Magoon

Evaluations: Custom Evaluations Add Delete Save

| Evaluator | Evaluator Type | Period | Qty | Comm | IRes | Tmwk | Schd | Bud | PDlv | ACom | | |
|-----------|----------------|--------|------|------|------|------|------|------|------|------|------|------|
| B Brown | Development | 1/2005 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| B Harmon | Operations | 1/2005 | 3.50 | 4.00 | 4.00 | 4.00 | 3.50 | 2.50 | 3.50 | 0.00 | 0.00 | 0.00 |
| B Miller | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 |
| Blank | Development | 1/2005 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.50 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 |
| C Vergith | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| J Lyndes | Other | 1/2005 | 3.50 | 3.50 | 4.00 | 3.50 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| N Hyland | Other | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| S Stapp | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.00 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 |
| Blank | Development | 7/2005 | 3.00 | 3.50 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |

Evaluation Summary Reports Print Comments Print Evaluations Main Menu

VBScript: Delete Evaluation?

Are you sure you want to delete the selected evaluation?

Yes No

Saving Changes To Existing Ratings

- 1) Make the changes to the applicable ratings.
- 2) Click the 'Save' Button.
- 3) Select 'Yes' from the Save Confirmation Dialog to save your changes to the ratings.

Partnership Evaluation Program (PEP) Development Version - Microsoft Internet Explorer

Address: http://www.azdot.gov/pep/pep_development/ratings.asp

Partnership ID: Partnership: (H303004D) H303004D US 191 MP 151 - Threeway Evaluator Type: All Stakeholders Period: --- 2005 --- View

Project Manager: Robert Miller TRACS #: H303004D
RTE/COMP: 190 GE 151 Federal ID: U 191-C-401
Constt Design: YES Pgm Estimate: \$8,500,000
Design Firm: AMEC Partnering Constt: Elizabeth Magoon
Design Fee:

Evaluations: Custom Evaluations Add Delete Save

| Evaluator | Evaluator Type | Period | Qty | Comm | IRes | Tmwk | Schd | Bud | PDIv | ACom | | |
|-----------|----------------|--------|------|------|------|------|------|------|------|------|------|------|
| B Brown | Development | 1/2005 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| B Harmon | Operations | 1/2005 | 3.50 | 4.00 | 4.00 | 4.00 | 3.50 | 2.50 | 3.50 | 0.00 | 0.00 | 0.00 |
| B Miller | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 |
| Blank | Development | 1/2005 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.50 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 |
| C Vergith | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| J Lyndes | Other | 1/2005 | 3.50 | 3.50 | 4.00 | 3.50 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| N Hyland | Other | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| S Stapp | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.00 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 |
| Blank | Development | 7/2005 | 3.00 | 3.50 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |

Evaluation Summary Reports Print Comments Print Evaluations Main Menu

Script: Update Evaluations?

Do you wish to update the evaluations for this project?

Yes No

Managing Comments For A Rating

- 1) Double click on the specific rating the comment will be associated with.
- 2) The comment entry screen will be displayed.
- 3) Select the type of comment.
- 4) Enter the comment.
- 5) Click the 'OK' button when finished, your comment will not be saved till you click the 'Save' button on the Ratings Management Screen.

| Evaluations: | | | | | | | | | | | | Custom Evaluations | Add | Delete | Save |
|--------------|----------------|--------|------|------|------|-------|------|------|------|------|------|--------------------|-----|--------|------|
| Evaluator | Evaluator Type | Period | Qty | Comm | IRes | Trmwk | Schd | Bud | PDlv | ACom | | | | | |
| B Brown | Development | 1/2005 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | | | |
| B Harmon | Operations | 1/2005 | 3.50 | 4.00 | 4.00 | 4.00 | 3.50 | 2.50 | 3.50 | 0.00 | 0.00 | 0.00 | | | |
| B Miller | Development | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 | | | |
| Blank | Development | 1/2005 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | | | |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 4.00 | 3.50 | 3.00 | 3.50 | 0.00 | 0.00 | 0.00 | | | |
| Blank | Blank | 1/2005 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 3.50 | 0.00 | 0.00 | 0.00 | | | |

2

3

Comments

Comment: ☐ Provide Recognition ☐ Take Action ☒ Neutral

4

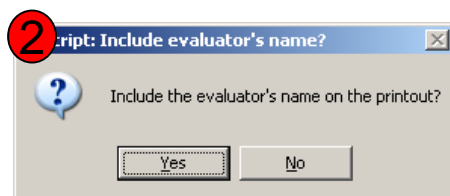
Open/discussion

5

Ok Cancel

Printing Comments

- 1) Click the 'Print Comments' button on the Ratings Management Screen.
- 2) Select 'Yes' or 'No' whether or not to include the evaluator's name on the comment report.
- 3) The comment report will then be displayed.
- 4) From the File menu, select Print.



3 Partnership Evaluation Program (PEP) Development Version - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

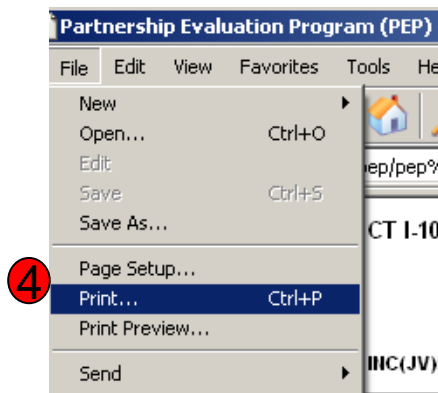
Address http://www.azdot.gov/pep/pep_development/comments_print.asp?cmbProject=H303004D&cmbPeriod=2005&hidSortBy=3,1&hidIncl

Partnership: (H303004D) H303004D US 191 MP 151 - Threeway

Project Manager: Robert Miller
RTE/CO/MP: 190 GE 151
Constt Design: YES
Design Firm: AMEC
Design Fee:

TRACS #: H303004D
Federal ID: U 191-C-401
Pgm Estimate: \$8,500,000
Partnering Constt: Elizabeth Magoon

| Evaluator | Evaluator Type | Period | Type | Comment | Eval Type | Eval |
|-----------|----------------|--------|------|--|------------------|------|
| N Hyland | Other | 1/2005 | | Continue good open discussion | Communication | 3.50 |
| B Brown | Development | 1/2005 | | R.R. Mtg. is a tremendous plus to the dimation of the mtg. | Issue Resolution | 3.00 |
| N Hyland | Other | 1/2005 | | Moving forward on existina issues | Issue | 3.50 |



Printing Ratings

- 1) Click the 'Print Evaluations' button on the Ratings Management Screen.
- 2) Select 'Yes' or 'No' whether or not to include the evaluator's name on the Ratings report.
- 3) The ratings report will then be displayed.
- 4) From the File menu, select Print.

The screenshot illustrates the steps to print ratings in the PEP Development Version. At the top, a navigation bar contains buttons for 'Evaluation Summary Reports', 'Print Comments', 'Print Evaluations' (marked with a red circle 1), and 'Main Menu'. Below this, a dialog box (marked with a red circle 2) asks 'Include evaluator's name?' with 'Yes' and 'No' buttons. The main window is a Microsoft Internet Explorer browser (marked with a red circle 3) displaying the 'Partnership Evaluation Program (PEP) Development Version'. The address bar shows the URL: http://www.azdot.gov/pep/pep_development/ratings_print.asp?cmbProject=H303004D&cmbPeriod=2005&hidSortBy. The page content shows project details for 'Partnership: (H303004D) H303004D US 191 MP 151 - Threeway'. Below the details is a table of ratings:

| Evaluator | Evaluator Type | Period | Qty | Comm | IRes | Tmwk | Schd | Bud | PDlv | ACom | Avg |
|-----------|----------------|--------|------|------|------|------|------|------|------|------|------|
| B Brown | Development | 1/2005 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 3.07 |
| B Harmon | Operations | 1/2005 | 3.50 | 4.00 | 4.00 | 4.00 | 3.50 | 2.50 | 3.50 | 0.00 | 3.57 |

At the bottom, the 'File' menu (marked with a red circle 4) is open, showing options like 'New', 'Open...', 'Edit', 'Save', 'Print...', and 'Send'. The 'Print...' option is highlighted.

Custom Evaluations

- 1) Click the 'Custom Evaluations' button on the Ratings Management Screen.
- 2) The Custom Evaluations screen will then be displayed.
- 3) Enter the abbreviation of the evaluation type for evaluations 8-10.
- 4) Enter the name of the evaluation type for evaluations 8-10.
- 5) Enter the Sub-Goal descriptions for evaluations 1-10.
- 6) Enter Details describing the partnership.
- 7) Select 'Save' to Save

Design Fee: 1

Evaluations: Custom Evaluations Add Delete Save

| Evaluator | Evaluator Type | Period | Qty | Comm | IRes | TmWk | Schd | Bud | Pdly | ACom | | |
|-----------|----------------|--------|------|------|------|------|------|------|------|------|------|------|
| B Brown | Development | 1/2005 | 3.00 | 3.50 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 |
| B Harmon | Operations | 1/2005 | 3.50 | 4.00 | 4.00 | 4.00 | 3.50 | 2.50 | 3.50 | 0.00 | 0.00 | 0.00 |

2 Partnership Evaluation Program (PEP) Development Version - Microsoft Internet Explorer

3 **Abbreviation**

4 **Name**

5 **SubGoal**

| | | |
|---------|---------------------|--|
| 1: Qty | Quality | |
| 2: Comm | Communication | |
| 3: IRes | Issue Resolution | |
| 4: TmWk | Team Work | |
| 5: Schd | Schedule | |
| 6: Bud | Budget | |
| 7: Pdly | Program Delivery | |
| 8: ACom | Additional Comments | |
| 9: | | |
| 10: | | |

Partnership Details

Project Manager: Robert Miller 7

TRACS #: H303004D

RTE/CO/MP: 190 GE 151

Federal ID: U 191-C-401

Conslt Design: YES

Pgm Estimate: \$8,500,000

Design Firm: AMEC

Partnering Conslt: Elizabeth Magoon

Design Fee:

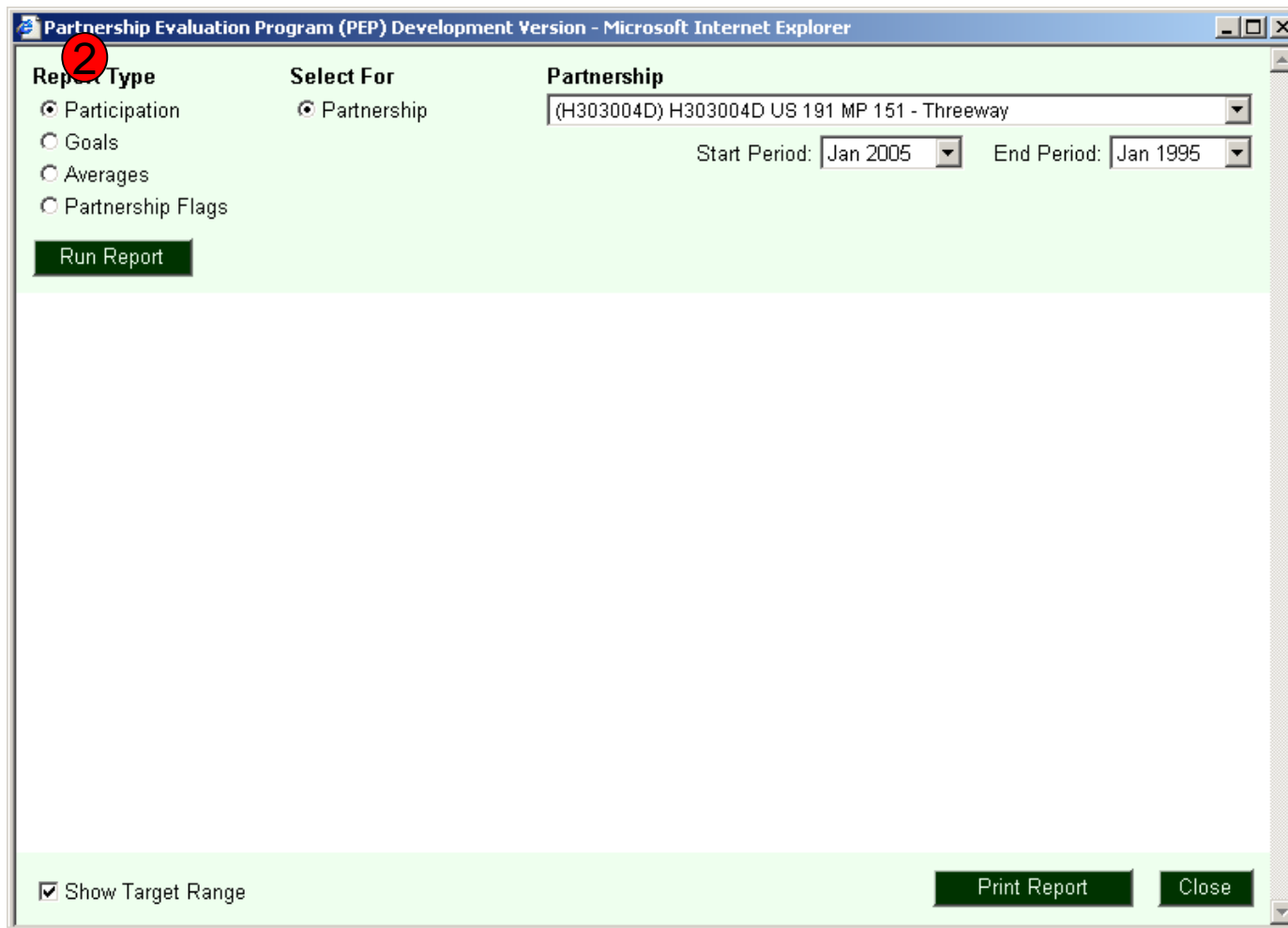
Save Cancel

7

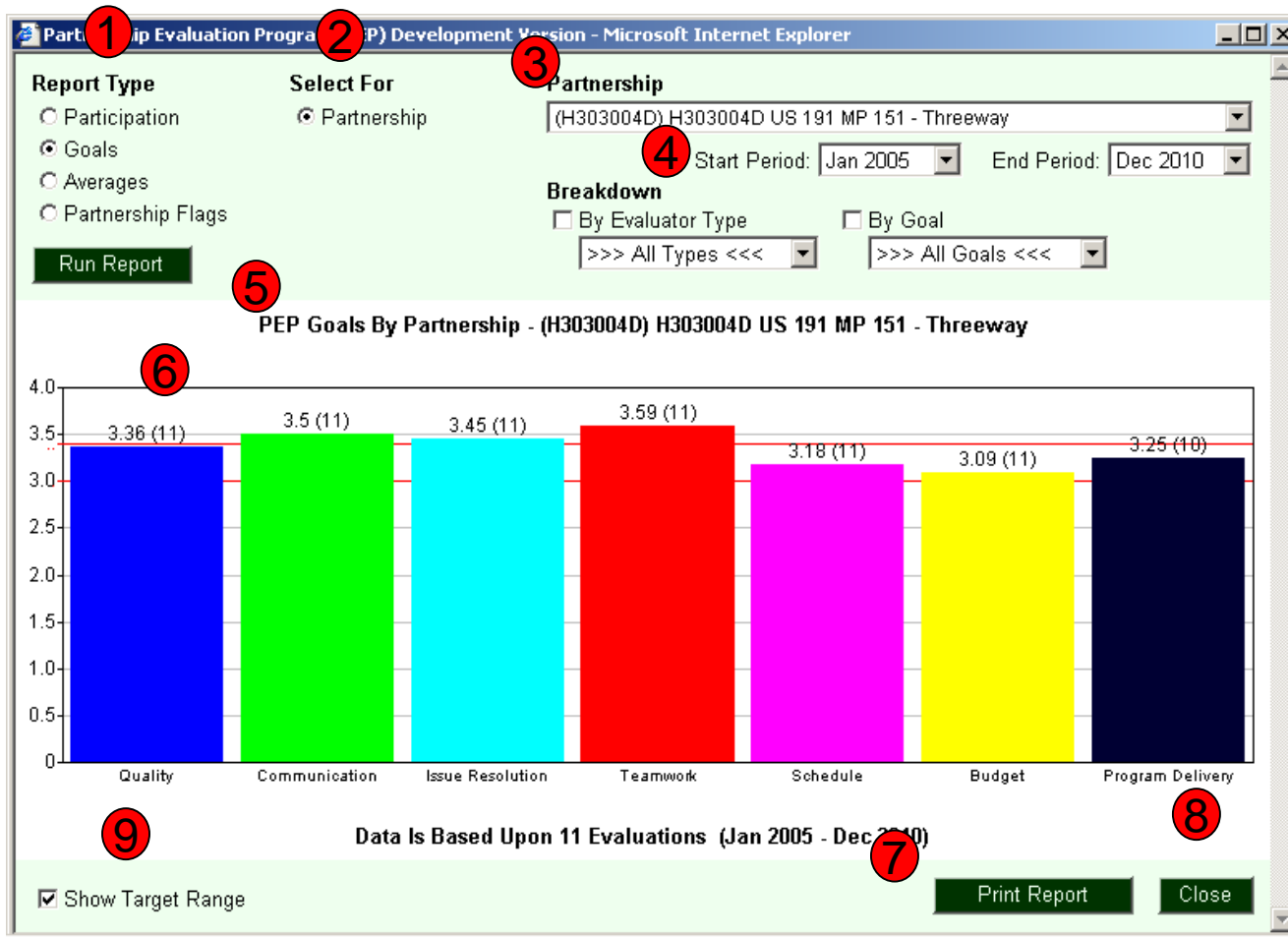
Summary Reports

From the PEP Ratings Management Screen a user can access the PEP Summary Reports.

- 1) From the PEP Main Menu, select 'Summary Reports'.
- 2) The Summary Reports Screen will be displayed.

A screenshot of the 'Summary Reports' screen within the 'Partnership Evaluation Program (PEP) Development Version - Microsoft Internet Explorer' browser window. The screen has a light green background. On the left, under the heading 'Report Type', there are four radio button options: 'Participation' (selected), 'Goals', 'Averages', and 'Partnership Flags'. Below these is a dark green 'Run Report' button. In the center, under the heading 'Select For', there is a radio button option 'Partnership' (selected). To the right of this, under the heading 'Partnership', there is a dropdown menu showing '(H303004D) H303004D US 191 MP 151 - Threeway'. Below the dropdown are two date pickers: 'Start Period: Jan 2005' and 'End Period: Jan 1995'. At the bottom left, there is a checkbox labeled 'Show Target Range' which is checked. At the bottom right, there are two dark green buttons: 'Print Report' and 'Close'. A red circle with the number '2' is positioned to the left of the 'Report Type' section.

Summary Reports Described



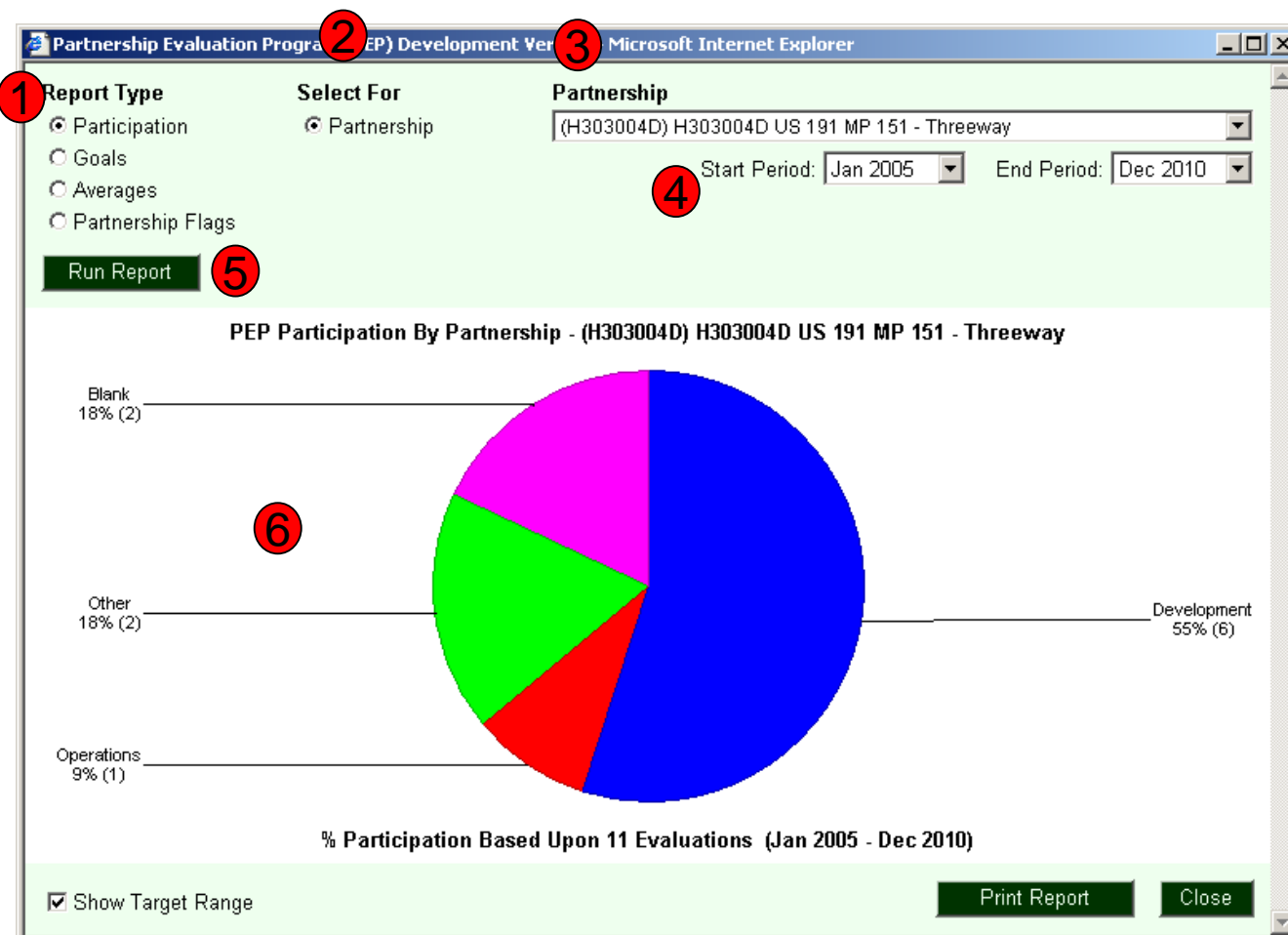
The PEP Summary Reports Screen allows a user to run management style reports for the Partnership ratings managed in the PEP system.

- 1) Report Type – There are five types of reports that can be selected to run.
- 2) Select For – The summary report can be filtered to display information specific to a Partnership.
- 3) Select a specific Partnership to filter summary report by.
- 4) Start Period/End Period – A date range to filter the summary report by.
- 5) Run Report – Runs the report for the specified Report Type, Select For Filter and Period Date Range.
- 6) Report Results are displayed in this area.
- 7) Print Report – Prints the current summary report to a printer.
- 8) Close – Closes the Summary Report Screen and returns to the PEP Main Menu.
- 9) Show Target Range – Include the PEP target range markers in the summary report.

Participation Report

The PEP Participation Summary Report displays information related to the participation level by evaluator type for a specified criteria.

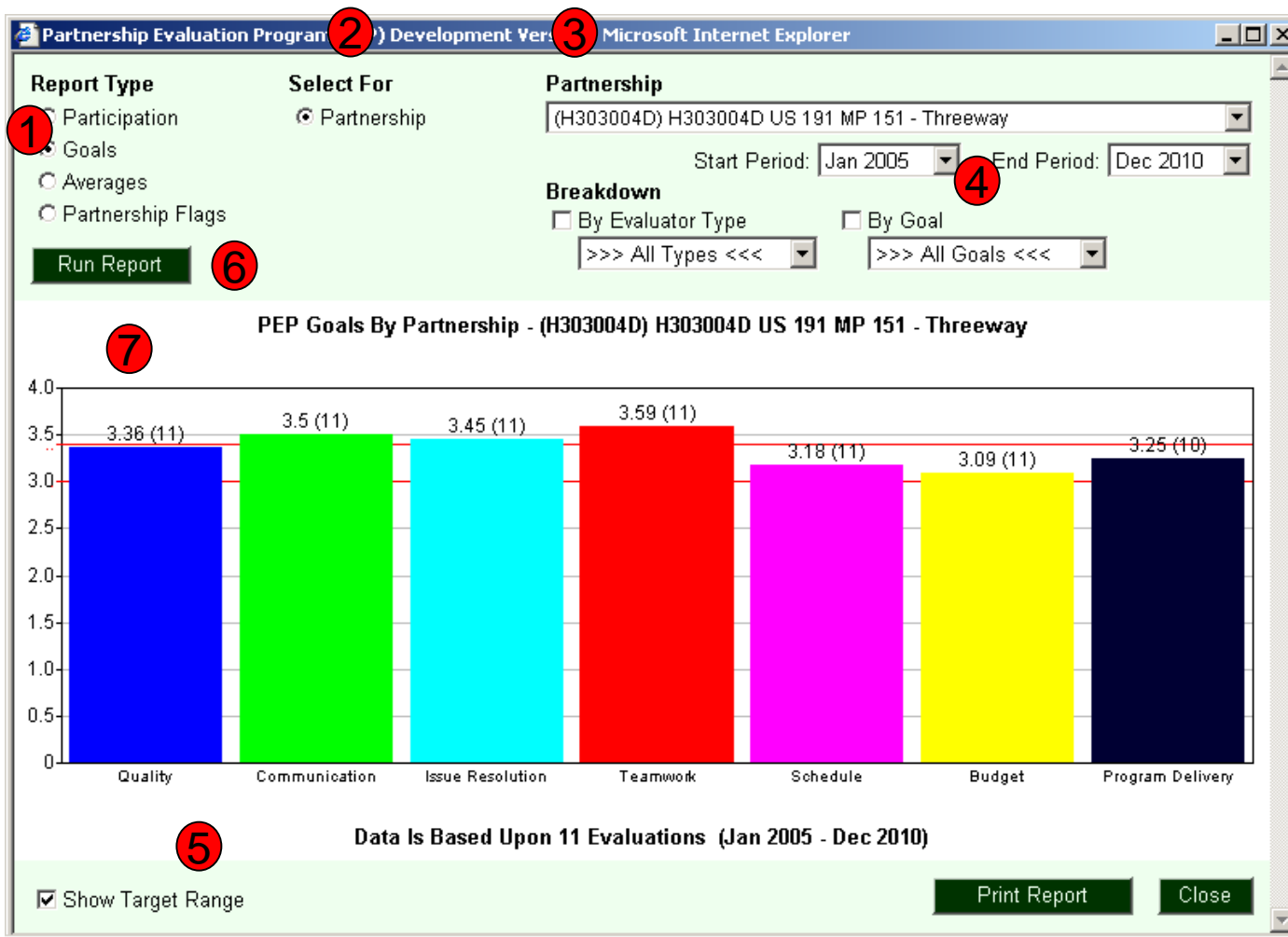
- 1) Click the 'Participation' option.
- 2) Click the option for which ratings for the reports will be filtered.
- 3) Select detailed criteria for which ratings will be included in the report.
- 4) Select the Period Date Range for which ratings will be included in the report.
- 5) Click the Run Report Button.
- 6) The Participation summary report will be displayed.



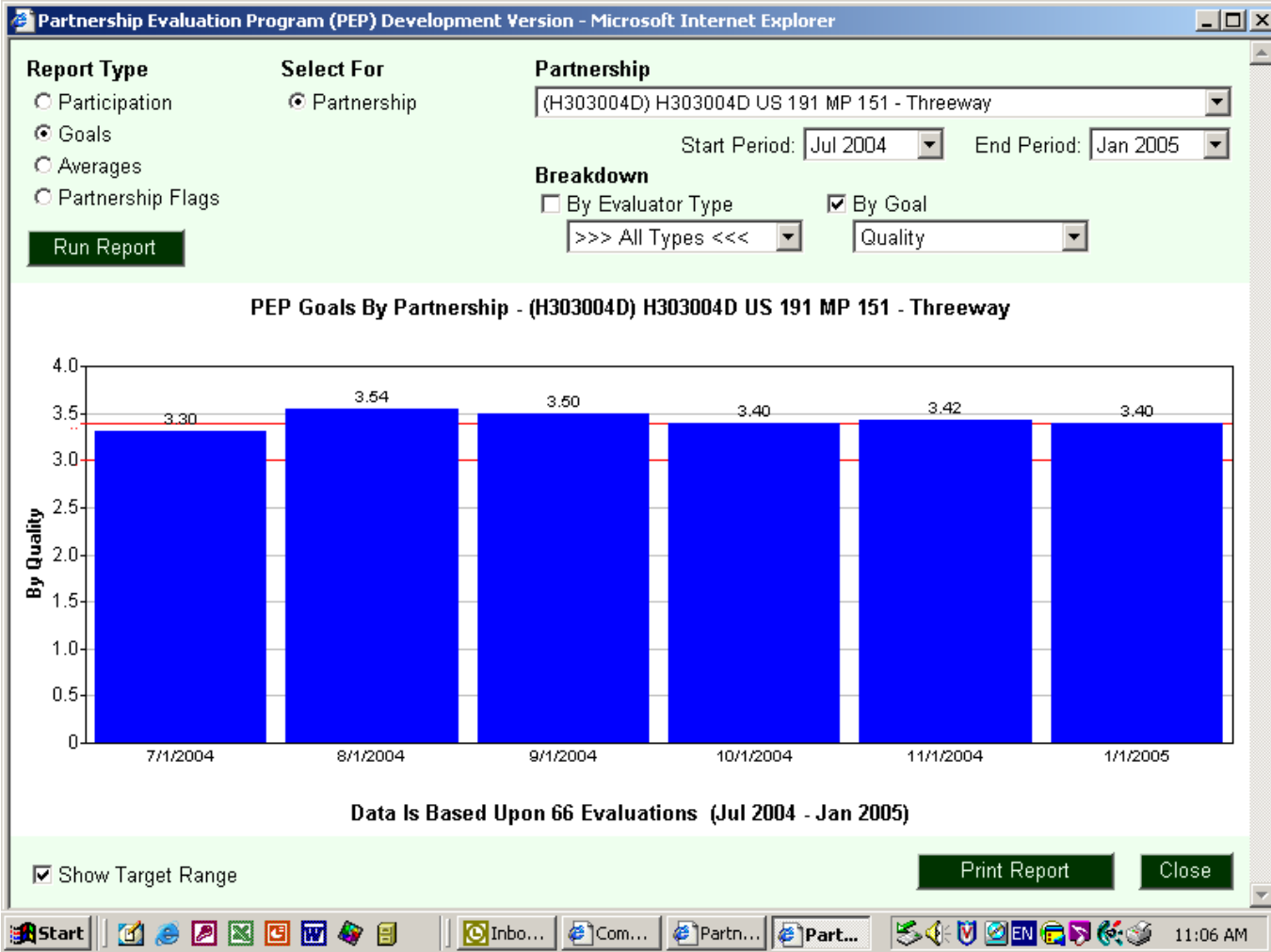
Goals Report

The PEP Goals Summary Report displays information related to how well a selected criteria is achieving its partnering goals.

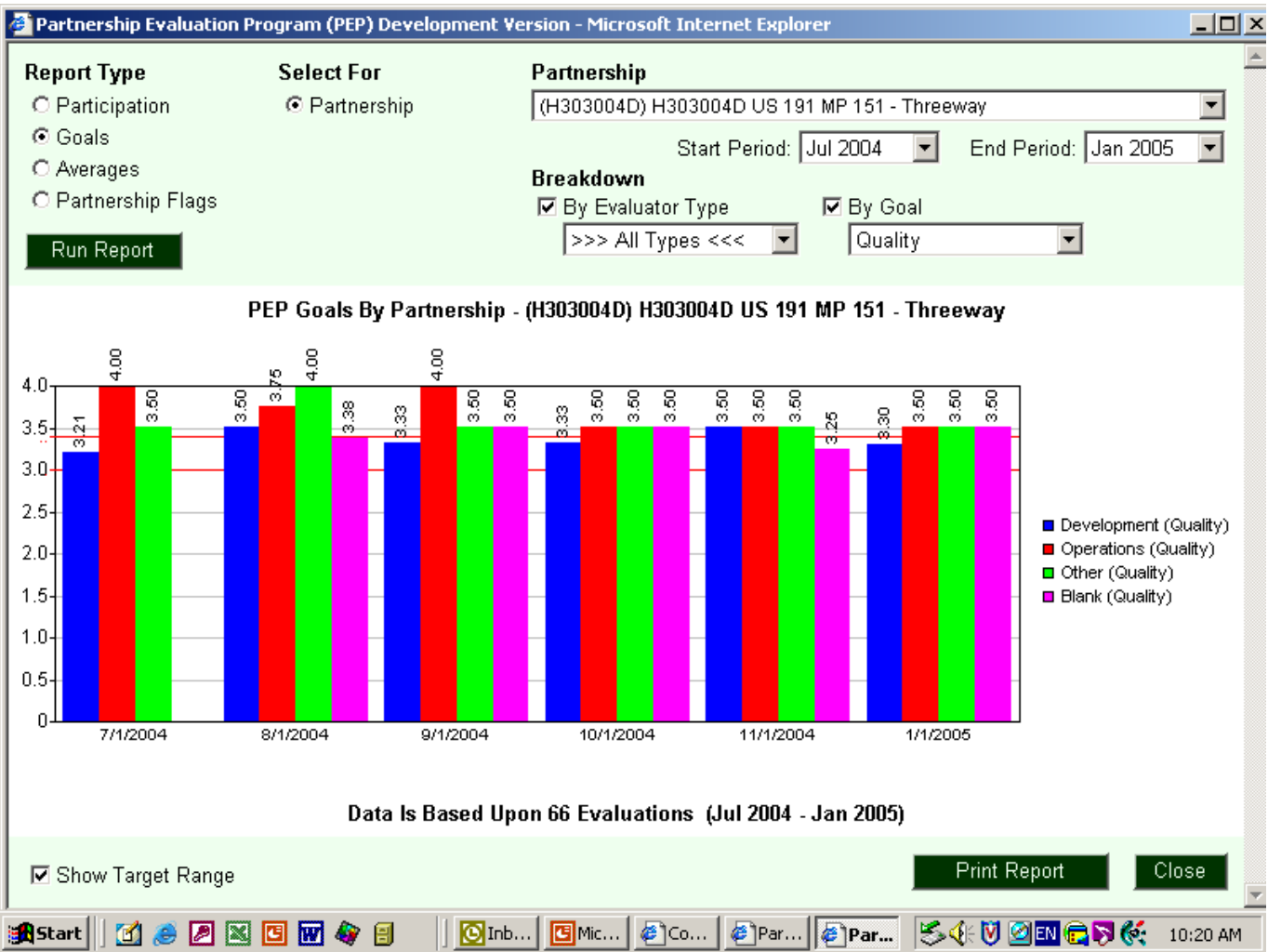
- 1) Click the 'Goals' option.
- 2) Click the option for which ratings for the reports will be filtered.
- 3) Select detailed criteria for which ratings will be included in the report.
- 4) Select the Period Date Range for which ratings will be included in the report as well as if the report should be broken-down by the Evaluator Type or Goal.
- 5) Select whether or not to include the statewide target ranges on the summary report
- 6) Click 'Run Report'
- 7) The Goals summary report will be displayed.



Goals Report – Trend Analysis by “Quality”



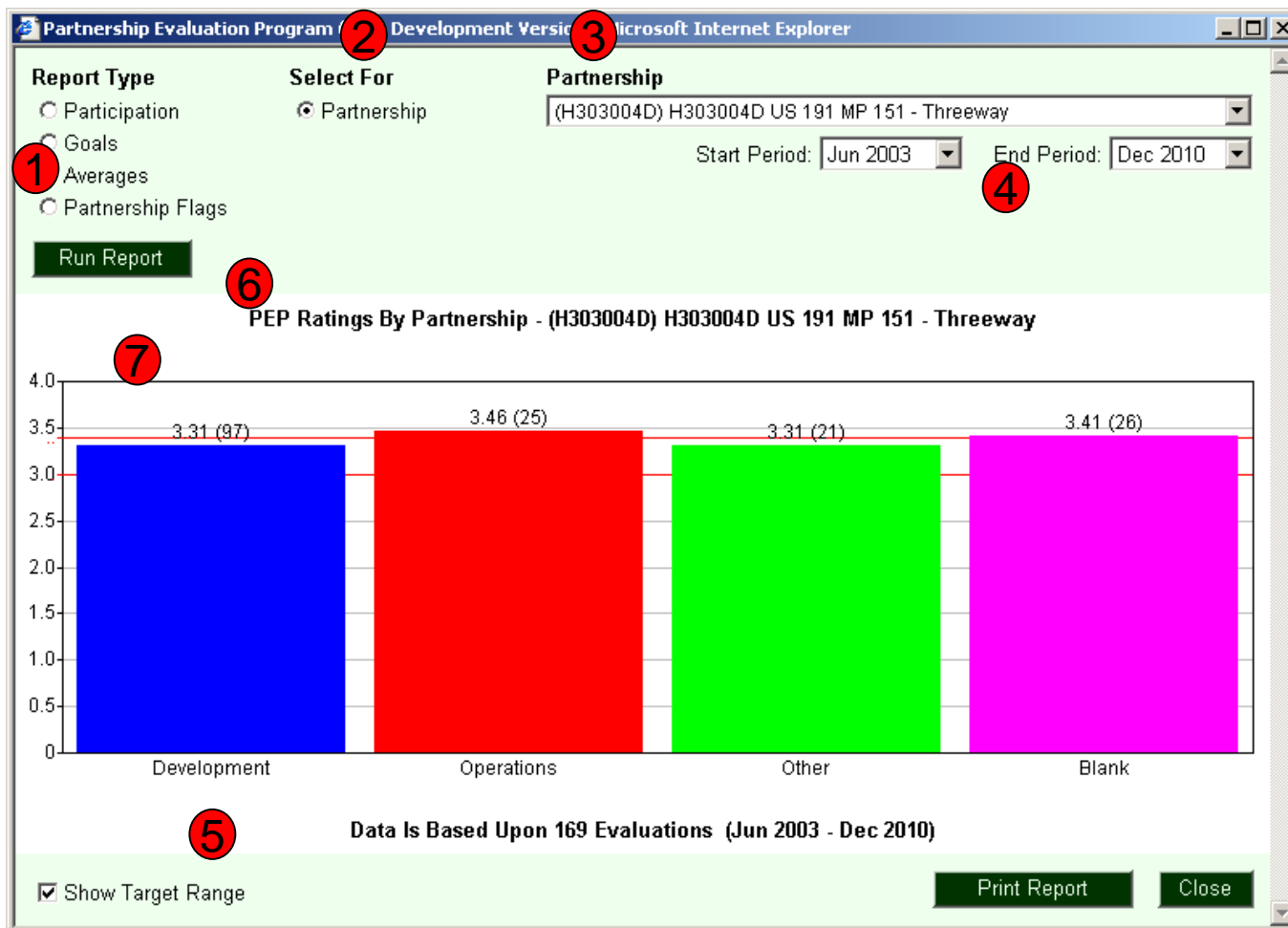
Goals Report – Trend Analysis by “Stakeholders”



Averages Report

The PEP Goals Summary Report displays information related to the average ratings by evaluator types for a specified criteria.

- 1) Click the 'Averages' option.
- 2) Click the option for which ratings for the reports will be filtered.
- 3) Select detailed criteria for which ratings will be included in the report.
- 4) Select the Period Date Range for which ratings will be included in the report.
- 5) Select whether or not to include the statewide target ranges on the summary report
- 6) Click 'Run Report'
- 7) The Averages Summary Report will be displayed.



Project Flags Report

The PEP Goals Summary Report displays information related to the average ratings by evaluator types for a specified criteria.

- 1) Click the 'Project Flags' option.
- 2) Click the option for which ratings for the reports will be filtered.
- 3) Select detailed criteria for which ratings will be included in the report.
- 4) Select the Period Date Range for which ratings will be included in the report.
- 5) Select the type of ratings which will included in the report.
- 6) Click 'Run Report'
- 7) The Project Flags Report will be displayed.

Partnership Evaluation Program (2) Development Version (3) Microsoft Internet Explorer

Report Type
☐ Participation
☐ Goals
☒ Averages
☐ Partnership Flags

Select For
☒ Partnership

Partnership
 (H303004D) H303004D US 191 MP 151 - Threeway

Start Period: Jun 2003 End Period: Dec 2010

Rating Types
☒ Excelling ☒ Needs Help ☒ Met Goals

Run Report

PEP Flags By Partnership - (H303004D) H303004D US 191 MP 151 - Threeway
 (Jun 2003 - Dec 2010)

| Partnership | Period | Dvlp Evals | Dvlp Avg | Oper Evals | Oper Avg | Othr Evals | Othr Avg | Blnk Evals | Blnk Avg | Proj Avg | High Eval | Low Eval | Rate |
|-----------------------------------|---------|------------|----------|------------|----------|------------|----------|------------|----------|----------|-----------|----------|------|
| H303004D US 191 MP 151 - Threeway | 8/2003 | 5 | 3.10 | 3 | 3.24 | 2 | 2.75 | 1 | 2.30 | 3.01 | 4.00 | 1.50 | |
| | 9/2003 | 7 | 3.33 | 1 | 3.50 | 2 | 3.11 | | | 3.30 | 4.00 | 0.05 | |
| | 10/2003 | 16 | 3.34 | 1 | 3.50 | 3 | 3.37 | 3 | 3.37 | 3.36 | 4.00 | 1.50 | |
| | 1/2004 | 9 | 3.29 | 3 | 3.35 | | | 2 | 3.68 | 3.36 | 4.00 | 2.00 | |
| | 2/2004 | 4 | 3.19 | 3 | 3.29 | 1 | 3.29 | | | 3.24 | 4.00 | 3.00 | |
| | 3/2004 | 5 | 3.21 | 2 | 3.36 | 1 | 3.36 | 3 | 3.47 | 3.32 | 4.00 | 2.50 | |
| | 5/2004 | 6 | 3.44 | 2 | 3.54 | 3 | 3.43 | 2 | 3.79 | 3.51 | 4.00 | 2.50 | |
| | 6/2004 | 6 | 3.37 | 2 | 3.46 | 1 | 3.36 | 3 | 3.31 | 3.37 | 4.00 | 2.50 | |
| | 7/2004 | 12 | 3.25 | 1 | 3.71 | 2 | 3.33 | | | 3.30 | 4.00 | 2.00 | |
| | 8/2004 | 7 | 3.43 | 2 | 3.71 | 1 | 3.58 | 4 | 3.36 | 3.46 | 4.00 | 3.00 | Pos |
| | 9/2004 | 6 | 3.41 | 2 | 3.71 | 1 | 3.50 | 2 | 3.46 | 3.49 | 4.00 | 2.50 | Pos |
| | 10/2004 | 6 | 3.34 | 1 | 3.64 | 1 | 3.50 | 2 | 3.46 | 3.41 | 4.00 | 3.00 | Pos |
| | 11/2004 | 2 | 3.32 | 1 | 3.42 | 1 | 3.43 | 2 | 3.25 | 3.33 | 4.00 | 3.00 | |
| | 1/2005 | 5 | 3.26 | 1 | 3.57 | 2 | 3.42 | 2 | 3.50 | 3.37 | 4.00 | 2.50 | |
| | 7/2005 | 1 | 3.14 | | | | | | | 3.14 | 3.50 | 3.00 | |

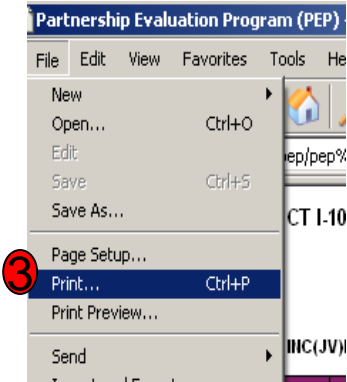
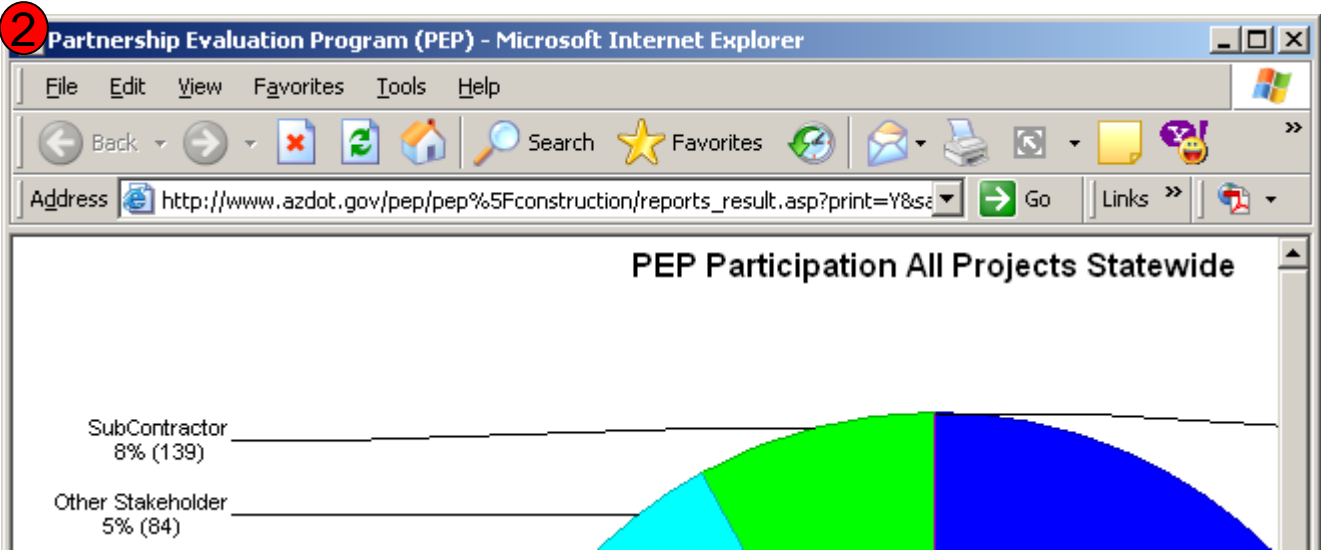
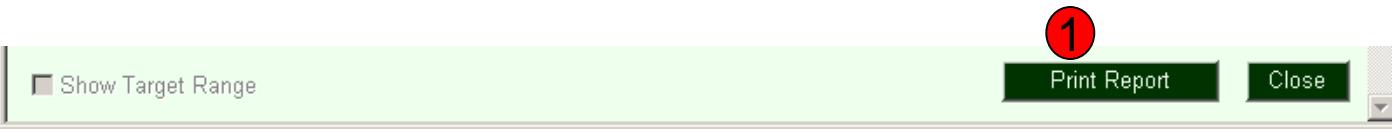
Partnership Flags Report Represents The Standard Five Goals

☐ Show Target Range

Print Report **Close**

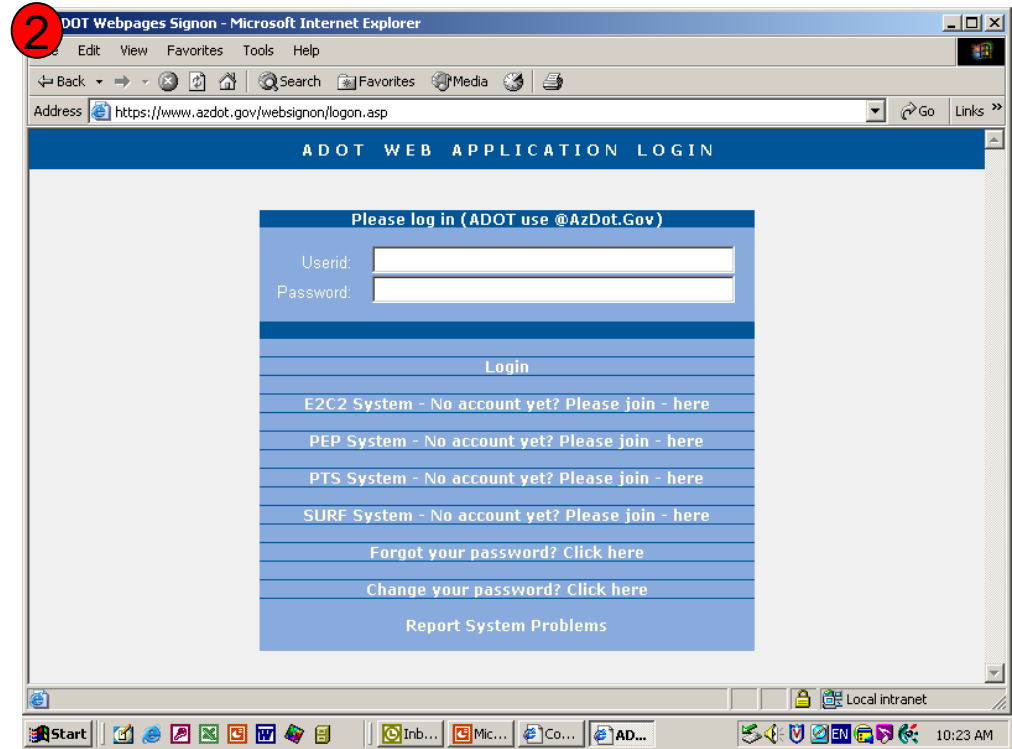
Printing Reports

- 1) Click the 'Print Report' button on the Summary Report Screen.
- 2) The ratings report will then be displayed.
- 3) From the File menu, select Print.



Logging Out Of PEP

- 1) Select 'Logout of PEP' from the PEP Main Menu.
- 2) The user will be logged out of PEP, and the ADOT Web Application Login Screen will be displayed.



Customer Support

**For System Access & Issues – Contact the ADOT Support Desk
(602)712-7249**

**For Training Assistance – Contact the ADOT Partnering Office
Gary Sharp (602)712-7167
Judonne Greham (602)712-4875**